

Los Angeles County Board of Supervisors

Gloria Molina First District

Mark Ridley-Thomas Second District

> Zev Yaroslavsky Third District

> > Don Knabe Fourth District

Michael D. Antonovich
Fifth District

John F. Schunhoff, Ph.D.
Interim Director

Robert G. Splawn, M.D. Interim Chief Medical Officer

313 N. Figueroa Street, Suite 912 Los Angeles, CA 90012

> Tel: 213-240-8101 Fax: :213-481-0503

www.dhs.lacounty.gov

To improve health through leadership, service and education

May 12, 2009

REVISED

The Honorable Board of Supervisors County of Los Angeles 383 Kenneth Hahn Hall of Administration 500 West Temple Street Los Angeles, CA 90012

Dear Supervisors:

APPROVAL OF A NEW AGREEMENT AND THREE AGREEMENT
EXTENSIONS FOR NURSING TUTORING AND MENTORING
PROGRAMS
(SUPERVISORIAL DISTRICTS 1, 2, 4 and 5)
(3 VOTES)

SUBJECT:

Request approval to extend Nursing Tutoring and Mentoring Agreements with East Los Angeles College, Glendale Community College, and Los Angeles Valley College and enter into a new Agreement.

IT IS RECOMMENDED THAT YOUR BOARD:

- 1. Authorize the Interim Director of Health Services, or his designee, to execute Amendment No. 3 to Agreements No. H-300470 with Glendale Community College (GCC) and H-300469 with Los Angeles Valley College (LAVC), for the provision of tutoring and mentoring programs for nursing students, to extend the term of each Agreement for two years, effective July 1, 2009 through June 30, 2011, and increase the maximum obligation by \$180,000, for a revised total maximum obligation of \$730,815 for the contract term for GCC and increase the maximum obligation by \$180,000, for a revised total maximum obligation of \$749,889 for the contract term for LAVC.
- Authorize the Interim Director, or his designee, to execute Amendment No. 5 to Agreement No. H-210896 with East Los Angeles College (ELAC), for the provision of a tutoring and mentoring program for nursing students, to extend the Agreement



The Honorable Board of Supervisors May 12, 2009 Page 2

term for two years, effective August 1, 2009 through July 31, 2011, and increase the maximum obligation by \$180,000, for a revised total maximum obligation of \$1,405,000 for the contract term for ELAC.

- 3. <u>Delegate authority to the Interim Director, or his designee, to execute a new Tutoring and Mentoring Agreement with a community college in the 4th Supervisorial District, effective date of execution through June 30, 2011, subject to review and approval by County Counsel, the Chief Executive Office, and notification to your Board, for a total maximum obligation of \$138,000.</u>
- 4. Delegate authority to the Interim Director, or his designee, to extend the Tutoring and Mentoring Agreements with GCC, LAVC, and ELAC, as well as Agreement No. H-703497 with El Camino College-Compton Community Education Center (ECC-CCEC) and the recommended new Agreement for up to two additional years after their expiration dates, subject to review and approval by County Counsel, the Chief Executive Office, and notification to your Board.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the first and second recommendations will allow the Interim Director to sign amendments with GCC, LAVC, and ELAC, substantially similar to Exhibits I, II, and III, to extend each Agreement term for two years to continue the provision of tutoring and mentoring programs for nursing students. The current Agreements with GCC and LAVC expire on June 30, 2009 and ELAC expires on July 31, 2009. Approval of the third recommendation will enable the Department of Health Services (DHS) to extend the three Agreements as well as a fourth Agreement with ECC-CCEC. The current Agreement with ECC-CCEC expires on June 30, 2010. Approval of the fourth recommendation will enable DHS to execute an Agreement, substantially similar to the current agreements, to increase the availability of tutoring and mentoring programs for nursing students, following the selection of a college in the 4th Supervisorial District by DHS that meets the program criteria.

An ongoing shortage of nurses in the County health system has been exacerbated by California State law which mandates that health care facilities meet certain Registered Nurse (RN) to patient staffing ratios. Tutoring and Mentoring programs, established to assist students enrolled in qualified RN programs at local colleges, are increasing the number of RN candidates available for possible County employment. The Office of Nursing Affairs is responsible for coordinating and monitoring the Tutoring and Mentoring Program. The success rate of these programs has resulted in: an increase in hiring of RNs for DHS facilities and a decreased "drop-out" rate among students enrolled in the program. DHS submits quarterly Nursing Strategic Plan Recruitment and Retention updates to your Board. In the last two quarters of FY 2008-09, a total of 42 students from the three colleges were hired by DHS, 29 graduates were hired as

The Honorable Board of Supervisors May 12, 2009 Page 3

RN-interim permittees and 13 nursing students were hired as student nurse workers. The colleges, have no funds to support the cost of tutoring and mentoring programs for their students. Therefore, DHS intends to continue funding these valuable programs.

Implementation of Strategic Plan Goals

The recommended actions support Goal 4, Health and Mental Health of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The recommended amendments will result in the following changes to the maximum contract obligation:

	Two-Year Extension	<u>Term</u>		Revised Contract Maximum Obligation
	FY 09/10	FY 10/11	Total	(Various start dates)
GCC	\$ <u>90,000</u>	\$ <u>90,000</u>	\$ <u>180,000</u>	\$ <u>730,815</u> (FYs 03/04-10/11)
LAVC	\$ <u>90,000</u>	\$90,000	\$ <u>180,000</u>	\$ 749,889 (FYs 03/04-10/11)
ELAC	\$90,000	\$ <u>90,000</u>	\$ <u>180,000</u>	\$ <u>1,405,000</u> (FYs 99/00-10/11)

The new Agreement will result in a total maximum contract obligation of \$138,000. Funding is included in the DHS' 2009-10 Proposed Budget and will be requested in future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Tutoring and Mentoring Program for nursing students includes clinical support services, lectures in medicine and surgery, and mental health, as outlined in the College of Nursing curriculum. The program provides for additional training in an academic and clinical setting for nursing students. The program also prepares students to pass the National Council Licensure Exam for Registered Nurses (NCLEX-RN) necessary for successful graduates to apply for entry level RN I positions at DHS facilities.

In March 2002, your Board instructed DHS to establish a Tutoring and Mentoring Program similar to the ELAC Training Program approved by your Board in 1999 in an effort to address overall nursing shortages in the County system. On July 29, 2003, your Board approved two new Agreements with GCC and LAVC, effective date of

The Honorable Board of Supervisors May 12, 2009 Page 4

Board approval through June 30, 2005. Most recently, on June 12, 2007, your Board approved amendments extending the Agreements with GCC and LAVC through June 30, 2009, and with ELAC through July 31, 2009.

On September 16, 2008, your Board approved a new Tutoring and Mentoring Program Agreement for nursing students at ECC-CCEC in a continuing effort to address the overall nursing shortage in the County system. DHS will further expand the program by entering into a new Agreement with a community college in the 4th Supervisorial District.

County Counsel has reviewed and approved Exhibits I, II and III as to form.

CONTRACTING PROCESS

Not Applicable.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Board approval of the recommended actions will ensure the continued provision of tutoring and mentoring programs that will generate qualified nursing staff for consideration of employment at County facilities.

CONCLUSION

When approved, DHS requires three signed copies of the Board's action.

Respectfully submitted,

John F. Schunhoff, Ph.D.

Interim Director

JFS:ev

Attachments (3)

c: Chief Executive Officer
Acting County Counsel

Executive Officer, Board of Supervisors,

Tutoring & Mentoring BL

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM GLENDALE COMMUNITY COLLEGE SCHOOL OF NURSING AGREEMENT

Amendment No. 3

	THIS	AMENDMENT	is	made	and	entered	into	this	***************************************	day
of _			***************************************	***************************************	_, 20	009				
	by ar	nd between								ANGELES ounty"),
	and						COLL	DALE () EGE ()	here	

WHEREAS reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM GLENDALE COMMUNITY COLLEGE SCHOOL OF NURSING AGREEMENT", dated July 29, 2003, and further identified as County Agreement No. H-300470, between the County and GLENDALE COMMUNITY COLLEGE, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend

Agreement to extend the term and to make other hereinafter

designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective on July 1, 2009.

2. Paragraph 1, <u>TERM AND TERMINATION</u>, subparagraph A shall be revised as follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall commence effective July 29, 2003 and shall continue in full force and effect, unless sooner canceled or terminated as provided herein, to and including June 30, 2011."
- 3. Paragraph 4, <u>DESCRIPTION OF SERVICES</u>, shall be revised as follows:
 - "4. <u>DESCRIPTION OF SERVICES</u>: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, and A-3, attached hereto and incorporated herein by reference."
- 4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:
 - "5. MAXIMUM OBLIGATION OF COUNTY: Effective July 29,
 2003 through June 30, 2005, the maximum obligation of County
 for all services provided hereunder shall not exceed One
 Hundred Eighty-Three Thousand, Six Hundred Five Dollars
 (\$183,605) in accordance with Exhibits B-l and B-2, attached
 hereto and incorporated herein by reference.

During the period July 1, 2005 through July 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three

Thousand, Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Three Thousand, Six Hundred Five Dollars (\$183,605) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period July 1, 2009 through June 30, 2011, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, and A-3 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, and B-8, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-7 and B-8 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their

request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

- 5. Paragraph 6, COMPENSATION, shall be revised as follows:
- "6. COMPENSATION: County agrees to compensate

 Contractor for performing services described in this

 Amendment in two payments. The first payment of Ninety

 Thousand Dollars (\$90,000) will be made on or about July 1,

 2009. The second payment of Ninety Thousand Dollars

 (\$90,000) will be made on or about July 1, 2010."
- 6. Paragraph 10, <u>CONFLICT OF TERMS</u>, shall be revised to read as follows:
 - "10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:
 - A. Exhibits A, A-1, A-2, and A-3.
 - B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8,C, D, E, and F.
 - C. Attachments I, II, III, IV, V, VI, VII, and VIII."

- 7. Exhibits A-3, B-7, and B-8, and Attachments VII and VIII shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.
- 8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

- 5 -

Interim Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES
Ву
John F. Schunhoff, Ph.D. Interim Director of Health Services
GLENDALE COMMUNITY COLLEGE
Contractor
Ву
Signature
Printed Name
Title
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT ADMINISTRATION

DEPARTMENT OF HEALTH SERVICES CONTRACTS AND GRANTS DIVISION

AMENDGCC.ev:5/14/09

EXHIBIT A-3

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM CONTRACTOR SERVICES

1. <u>DESCRIPTION OF SERVICES</u>: The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide Glendale Community College (hereafter "GCC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the GCC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services: identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the GCC's School of Nursing Course curriculum as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and

licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment VI and incorporated herein, to all DHS Tutoring/Mentoring Program participants at the end of each quarter and summer sessions; (6) Provide the Office of Nursing Affairs thirty days (30) in advance (hereafter "ONA") in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs" and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

REPORTING PERIOD	DUE DATE
Fall 2009 Semester July 2009-December 2009	3/15/10
Winter 2010 semester January 2010-February 2010	4/15/10
Spring 2010 February 2010-June 2010	7/15/10
Summer 2010 June 2010-August 2010	10/15/10
Fall 2010 September 2010-December 2010	3/15/11

Winter 2011 January 2011-February 2011

4/15/11

Spring 2011 February 2011-June 2011

7/15/11

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the GCC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's names, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates, number of nursing graduates employed by the Department of Health Services (DHS) and the status report of job placement of nursing graduates post one- year graduation.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-5 and B-6, and is to include the name and position title of personnel, including new staff hired within the quarter. The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

3. PROGRAM ELIBIBLITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at

GCC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five(75%) percent on any nursing course examination at GCC, 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at GCC, or 4) are otherwise identified or referred by GCC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. <u>The Nurse Advisor</u>: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and

implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment I-VI and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-3 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals. B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students

- B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.
- C. <u>Teaching Assistant(s)/Student Tutor(s)</u>: Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist

students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills, and (4) assist the Program staff.

- D. <u>Student Workers</u>: Under the supervision of the Nurse Advisor and Program staff, the student workers will:
- (1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.

Glendale Community College Proposed DHS Tutor/Mentor Budget F\2009/2010

	Total Fall Semester	New Student Testing	Student Tutors	Supplies	Benefits	Extra Help clerk	Nursing Lab Staff	Study Workshops	Nursing Workshop/Advisement		Fall Semester - September - D
	Accessed to the contract of th	5690	5110	4300	3000	2110	2380	1310	1400	1	Dec
	\$34,816	6,848	968	350	4,440	3,000	7,680	3,925	7,000	7 00 7	2009
	Total Winter 2007				Staff for Nursing Lab	Student tutors	Benefits	Nursing Workshops/Advisements	e carriery	nocety	Winter Intersession - Jan -
	g g				2380	5110	3000	1400	4 60	1316	Feb-10
	\$7,175				1,287	198	1,175	0,200	s s n	1,280	
	Total Spring Semester	New Student Testing	Student Tutors	Supplies	Benefits	Extra Help clerks	Mushing Lab State	Olddell workshope	Student Workshops	Nursing Workshop/Advisement	Spring Semester - Feb Jun-10
	100	5690	5110	4300	3000	2 2	3 10	2380	1310	1450	Jun-10
	\$34,382	6,296	968	350	4,459	3,000	3 000	7 680	4.024	7,605	
Grand Total	Total Summer				Student Lutors	Collons	Donofile	Staff for Nursing Lab	Workshops/Advisement	Faculty	Summer Session - July - Au
•	**************************************				0110	2 6	3000	2380	1455	1315	
\$ 89,924	\$13,551				98	200	2.185	1,440	3,555	6,173	Aug-10

Proposed DHS Tutor/Mentor Budget Glendale Community College FY 2010 2011

	Total Fall Semester	New Student Testing	Student Tutors	Supplies	Benefits	Extra Help clerk	Nursing Lab Staff	Study Workshops	Nursing Workshop/Advisement	Fall Semester - Sept - Dec c 2010
	equipos	5690	5110	4300	3000	2110	2380	1310	1450	c 2010
	\$37,815	6,848	968	350	4,440	3,000	7,680	4,925	9,604	
	Total Winter 2007				Staff for Nursing Lab	Student tutors	Benefits	Nursing Workshops/Advisements	Faculty	Winter Intersession - Jan - Fel eb 2011
	ls				2380 1,287	5110	3000	1456	1316	eb 2011
	\$7,175				1,287	198	1,175	3,235	1,280	
	Total Spring Semester	New Student Testing	Student Tutors	Supplies	Benefits	Extra Help clerks	Nursing Lab Staff	Student Workshops	Nursing Workshop/Advisement	Spring Semester - Feb - Jurune 2011
	اما	5690	5110	4300	3000	2110	2380	1310	1450	Ine 2011
	\$35,382	6,296	896	350	4,459	3,000	7,680	4,024	8,605	
Grand Total	Total Summer				Student Lutors	Benefits	Start for Nursing Lau	Worksnops/Advisement	Faculty	Summer Session - July - Aug:
and 400	demonstra				0116	2000	2000	3300	1315	Aug
\$ 93,681	\$13,309				98.	4,100) -,440 C	4 4 4 4 6	6,173	2011

Attachment VII

Glendale Community College

Health Sciences Division

Nursing Department

DHS Tutor Grant: Funded Supplemental Curriculum

July 1, 2009 through June 30, 2011

1. Funded tutoring for:

a. Pharmacology For Nursing

This course introduces the nursing student to the study and application of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics as well as legal and ethical issues related to medication and administration.

b. Medical Surgical Nursing II

This course continues the study of the adult with unmet needs resulting from health problems. The course addresses the needs of patients across the adult life span whose health care needs require more complex interventions and skills using the nursing process.

c. Psychiatric Nursing

This course focuses on the dynamics of adult clients undergoing acute and chronic psychosocial stress.

d. Clinical Enrichment

This clinical course provides the currently-enrolled or returning nursing student with additional supervised clinical experience in the acute hospital setting. This course is provided during winter and summer sessions outside the normal curriculum.

2. Funded Services

a. Nurse Advisor

The Nurse Advisor shall

- a) Serve as Program Coordinator
- b) Select and supervise Program faculty, student tutors and student workers

Attachment VII

- c) Develop, schedule, and implement mini-
- d) lectures/workshops/seminars during the school year including summer and winter sessions
- e) Identify and track students who fit within the criteria of the Program
- f) Identify and provide learning activities for the ongoing retention of students
- g) Document all program activities including but not limited to the Program evaluations and the program status reports and expenditure reports
- h) Collaborate with the nursing counselors in identifying prenursing students and recommending support courses to encourage success in overall Nursing Program
- i) Function as liaison between the Program and the faculty
- j) Assist in identifying for students interested in County employment the recruitment process

b. NRL Nurse Associates

Registered Nurses assist students in the Nursing Resource Lab, providing nursing expertise for skills practice, serving as an information resource, maintaining records, and modeling professional nursing behaviors.

3. Supplies

Supplies used directly by students within the NRL to help meet their learning needs outside of the classroom/clinical setting

4. NCLEX Review

Faculty-tutored seminars presented to graduate students to prepare them for taking the licensing exam.

5. HESI exams

These mid curricular exams consist of 50 scored test items and 5 pilot items, and are designed to measure the student's ability to apply concepts related to specific clinical nursing content area.

Attachment VII

These program exit exams are comprehensive practice exams that consist of 150 (RN) or 100 (PN) scored test items and 10 pilot items. Question formats and the exam blueprint match those in the latest NCLEX test plan



Attachment VIII



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

Nurse Recruiter List

OFFICE OF NURSING AFFAIRS

Vivian Branchick, RN – Chief Nursing Officer –
Director of Nursing Affairs/vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ glbanez@dhs.lacounty.gov
Vacant- Assistant Nursing Director/

Debi Popkins Farris, RN - Assistant Nursing Director/ <u>dpopkins@dhs.lacounty.gov</u> 313 North Figueroa, Room 904

Los Angeles, CA 90012

(213) 240-7702 / Fax# (213) 482-9421

HARBOR-UCLA MEDICAL CENTER

Susan Coover, RN. - Nurse Recruiter 1000 West Carson Street, Main Unit-Room 1L2 Torrance, CA 90509

(310) 222-2512/ Fax: (310) 787-0065/ scoover@dhs.lacounty.gov

HIGH DESERT HEALTH SYSTEMS

Mary Lang, RN. – Nurse Recruiter 44900 N. 60th Street West, Nursing Administration Lancaster, CA 93536

(661) 945-8585/ Fax: (661) 940-3550/ mlang@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Esperanza Perez, RN. – Nurse Recruiter
1200 N. State Street, Room 1822
Los Angeles, CA 90033
(323) 226-4664/ Fax: (323) 226-2781/esperez@dhs.lacounty.gov

MARTIN LUTHER KING, JR. / MULTI-SERVICE AMBULATORY CARE CENTER

Katherine Cho, RN. - Nurse Recruiter
12021 South Wilmington Avenue, Room, 5C21
Los Angeles, CA 90059
(310) 668-3626/ Fax# (310) 668-5232/ katcho@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Rindy Stewart, RN. - Nurse Recruiter 7601 E. Imperial Highway, Harriman Bldg., Rm. 156 Downey, CA 90242

(562) 401-7912/ Fax# (562) 803-6231/ rlstewart@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW-UCLA MEDICAL CENTER AND HEALTH CENTE R

Linda Kim-Fung, RN. – Nurse Recruiter 14445 Olive View Drive, Nursing Education Center, Suite 212 Sylmar, CA 91342

(818) 364-3317/ Fax# (818) 364-3326/ lkimfung@dhs.lacountv.gov

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM LOS ANGELES VALLEY COLLEGE SCHOOL OF NURSING AGREEMENT

Amendment No. 3

	THIS AMENDMENT is made	and entered into this day
of _		_, 2009
	by and between	COUNTY OF LOS ANGELES (hereafter "County"),
	and	LOS ANGELES VALLEY COLLEGE (hereafter "Contractor")

WHEREAS reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM LOS ANGELES VALLEY COLLEGE SCHOOL OF NURSING AGREEMENT", dated July 29, 2003, and further identified as County Agreement No. H-300469, between the County and LOS ANGELES VALLEY COLLEGE, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend Agreement to extend the term and to make other hereinafter designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

1. This Amendment shall become effective on July 1, 2009.

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"1. TERM AND TERMINATION:

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- 4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:
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 2003 through June 30, 2005, the maximum obligation of
 County for all services provided hereunder shall not exceed
 One Hundred Eighty-Nine Thousand, Nine Hundred Sixty-Three
 Dollars (\$189,963) in accordance with Exhibits B-1 and B-2,
 attached hereto and incorporated herein by reference.

During the period July 1, 2005 through July 30, 2007, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine

Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine

Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period July 1, 2007 through June 30, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty-Nine

Thousand, Nine Hundred Sixty-Three Dollars (\$189,963) in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period July 1, 2009 through June 30, 2011, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand Dollars (\$180,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, and A-3 for the program costs described in Exhibits B-1,

B-2, B-3, B-4, B-5, B-6, B-7, and B-8, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-7 and B-8 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

- 5. Paragraph 6, <u>COMPENSATION</u>, shall be revised as follows:
 - "6. COMPENSATION: County agrees to compensate
 Contractor for performing services described in this
 Amendment in two payments. The first payment of Ninety
 Thousand Dollars (\$90,000) will be made on or about
 September 1, 2009. The second payment of Ninety Thousand
 Dollars (\$90,000) will be made on or about September 1,
 2010."
- 6. Paragraph 10, <u>CONFLICT OF TERMS</u>, shall be revised to read as follows:
 - "10. <u>CONFLICT OF TERMS</u>: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail,

and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:

- A. Exhibits A, A-1, A-2, and A-3.
- B. Exhibits B-1 and B-2, B-3, B-4, B-5, B-6, B-7, B-8,C, D, E, and F.
- C. Attachments I, II, III, IV, V, VI, VII, VIII, IX, and X."
- 7. Exhibits A-3, B-7, and B-8, and Attachments IX and X shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.
- 8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

/ / / / / / Interim Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

By John F. Schunhoff, Ph.D. Interim Director of Health Services

LOS ANGELES VALLEY COLLEGE Contractor

By Signature

Printed Name

Title (AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM COUNTY COUNSEL

APPROVED AS TO CONTRACT ADMINISTRATION

DEPARTMENT OF HEALTH SERVICES CONTRACTS AND GRANTS DIVISION

AMENDLAVC.ev:3/27/09

EXHIBIT A-3

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM CONTRACTOR SERVICES

1. DESCRIPTION OF SERVICES: The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide Los Angeles Valley College (hereafter "LAVC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the LAVC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

(1) identify, refer and track students who fit within the criteria of the Program as described in Agreement, paragraph 3 Program Eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the LAVC School of Nursing Course Modules as well as preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County

in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses. (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment VIII and incorporated herein, to all DHS Tutoring/Mentoring Program participants at the end of quarter and summer sessions; (6) provide the Office of Nursing Affairs thirty days (30) in advance(hereafter "ONA") in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning ceremonies, semester "kick offs" and nursing job fairs) and (7) the Contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

REPORTING PERIOD	DUE DATE
Fall 2009 Semester September 2009-December 2009	1/19/10
Winter 2009 Semester December 2009-January 2010	3/09/10
Spring 2010 January 2010-June 2010	07/10/10
Summer 2010 June 2010-August2010	9/30/10
Fall 2010 August 2010-December 2010	1/18/11
Winter Semester 2010	

Spring Semester 2011 January 2011-May 2011

7/06/11

Summer Semester 2011 June 2011-August 2011

10/5/11

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the LAVC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's names, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates, number of nursing graduates employed by the Department of Health Services (DHS) and the status report of job placement of nursing graduates post one- year graduation.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-7 and B-8, and is to include the name and position title of personnel, including new staff hired within the quarter.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at

LAVC who: (1) request academic assistance from the Contractor, (2) receive less than seventy-five(75) percent on any nursing course examination at LAVC, (3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at LAVC, or (4) are otherwise identified or referred by LAVC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

A. The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the

school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5) identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment I-VIII. and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-3 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty; (9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.

- B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring/mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content. Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.
- C. <u>Teaching Assistant(s)/Student Tutor(s)</u>: Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist

students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when practicing clinical skills, and(4) assist the Program staff.

- D. <u>Student Workers</u>: Under the supervision of the Nurse Advisor and Program staff, the student workers will:
- (1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.

Los Angeles Valley College County of Los Angeles-Department of Health Services Tutor Mentor Grant Program

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Los Angeles Valley College County of Los Angeles-Department of Health Services Tutor Mentor Grant Program

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Los Angeles Valley College County of Los Angeles-Department of Health Services Tutor Mentor Grant Program

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DESCRIPTION	# OF HOURS	HOURLY RATES	0.00
	160	\$63.29	\$10,126.40
NUISITIQ AUVISOR	Renefits	9.70%	\$982.26
10 hours/week X 16 weeks	420	863.29	\$7,594.80
Directed Study in Nursing	021		\$736.70
NCLEX Prep Course 60 hrs	Benefits		
Supplemental Clinical 60 hrs		омынатительны принаменовые писос общение в тур. — у тур.	62 704 20
College Support Services	280	\$11.04	02.1 80,08
Student Worker 15 hrs/ week X 16 weeks		No Benefits	A CONTRACTOR CONTRACTOR AND ANY CONTRACTOR C
Student Tutor 40 hours			A C. S. S. A S. A
TOTAL 2010 ACADEMIC FALL SEMESTER	AN ANNIENDE PROTECTION OF THE		\$22,551.50
	Winter Intersession 2010		
DESCRIPTION	# OF HOURS	EPE	
	- 09	\$63.29	\$3,797.40
MUSTICAL STRICTS AND VISO I	Banafis	6.70%	\$368.35
10 hours x 6 weeks		ARS 209	\$1,898.70
Directed Study in Nursing	30	N 32 V V V	\$184.17
Skills Lab Seminars 5hrs/week X 6 weeks	Benefits	S, I O 70	Q1 214 A0
College Support Services	110	STILO4	A Landau Commission of the Com
Student Worker 15hrs/ week X 6 weeks		No Benefits	THE PROPERTY OF THE PROPERTY O
Object of Tity Pro 20 hre		чинительного на нателения в нателения в населения на пределения на пределения на населения в населения в населения на на населения на на	A 7 - 7 1 A
Student Lutors 20 ms		\$63.29	\$3/8./4
0 E O	Benefits	9.70%	\$36.83
Individualized/ Group Relifediation		от менения и применения применени	\$7,879.60
TOTAL 2010/2011 WINTER BREAK			
	Spring 2011		murpatteioonaastabangiseesonaastapoosonaastapassaasidusaastapeaneoosaassaassaaneoneastan An Amerika 1988 (1981)
MOLEGORIAN	HOURS	HOURLY RATES	202 202
	160	\$63.29	\$10,126.40
Nursing Advisor	Banafits	9.70%	\$982.26
10 hours/week X 16 weeks	430	\$63.29	\$7,594.80
Directed Study in Nursing 3	DANGER	9.70%	\$736.70
NCLEX Prep Course 60 hrs		AND THE PROPERTY OF THE PROPER	7
Supplemental Clinical 60 hrs		411 DA	\$3,312.00
College Support Services	300		
Student Worker 15 hrs/ week X 16 weeks	Benefits	No Delleills	дения по при
Student Tutor 60 hours			\$506.32
Coming chille Morkehon/Faculty Instructor	∞	\$53.29	& AD 11
	Benefits	9.70%	1 .049
Individualized/ Group Kemedialion		менен при	\$23,367.58
TOTAL 2011 SPRING SEMESTER	paganiliko		

Los Angeles Valley College County of Los Angeles-Department of Health Services Tutor Mentor Grant Program

	2011 Summer		
NCITAIGUST	# OF HOURS	HOURLY RATES	COSTS
	140	\$63.29	\$8,860.60
NUISING ADVISOR	7.7	телей учение польтический поль	\$859.48
10 hours/week14 weeks	Benerits		04 A2C 2C
Learning Skills Workshop/Faculty Instructor	2	\$63.29	44,400.00 4,400.00
Culls Lab Comisore Ehrel 14 Wook	Benefits	9.70%	\$429.74
OKIIIS L'AD OGIIIII AIN OIII I'M WOON	070		\$2,649.60
College Support Services	047		WEER-DANGERSON TO SOOM AND THE
Students Worker 15 hrs/ week X 15 weeks	A TO THE RESIDENCE OF THE PROPERTY OF THE PROP		ментарую при визосненном примента в примента
Shirdent Titors 5/hrs/ week X 6 weeks			A P A A A A
1	00	\$63.29	\$200°32
Learning Skills Workshop/ Faculty Historical	Donofike		\$49.11
Individualized/ Group Remediation			\$17.736.04
TOTAL 2011 SUMMER SEMESTER		одина, во во организация пителення от применення в пересовання в применення в приме	
TOTAL DERSONNEL 2010/2011 FISCAL YEAR			00:404:70
IN 3040/CDD	G. 2011/NON-P	EALL 2040/SPRING 2041/NON-PERSONNEL ITEMS	
A CONTRACTOR OF THE PROPERTY O		NCITOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTO	AMOCINE
		Testing & Assessment (\$65/170 students)	\$1.1,020.00
INSTRUCTIONAL INSTRUMENT AND A STRUCTURE AND A			\$11,050.00
TOTAL 2010 FALL SEMESIER		Taxing 9 Acceptant (865/170 students)	\$11,050.00
Instructional Material SPRING 2011		resting a Assessment (400) 110 states (100)	\$278 A2
Sinning		Med Supplies	A 4 4 9 9 0 A 9
TOTAL 2014 CDDING SEMESTER			411,020.42
CIAL SOLICIMIC CHIESCIA:	THE PROPERTY OF THE SOCIETY OF THE S		\$22,378.42
TOTAL 2010/2011 FISCAL TEAN NON-TENSORINE	CONTRACTOR OF THE PROPERTY OF		00.000.000
TOTAL PERSONNEL 2010/2011 FISCAL YEAR		оформунальной некология положения по	
TO THE WOOD IN THE			

ATTACHMENT IX

LOS ANGELES VALLEY COMMUNITY COLLEGE REGISTERED NURSING CURRICULUM OVERVIEW DESCRIPTION OF COURSES

July 1, 2009-through June 30, 2011

Math Peer Tutoring.

This course offers nursing students the opportunity to receive supplemental assistance in the solving of dosage/ calculation problems. This course is mandatory for all nursing students not achieving a passing score of 85% on any dosage calculation quiz. However, the course is recommended to all of the Los Angeles Valley College nursing students. The course is taught by third semester nursing students who have demonstrated excellence in the solving of dosage calculation problems.

NCLEX Review Course

This course has been specifically designed to assist the RN candidate in achieving the goal of passing the NCLEX exam and attaining the outcome of being a licensed nurse. The course is offered to all nursing students attending Los Angeles Valley College and to nursing students from all surrounding community colleges. The course instructors are selected based upon their expertise in various areas of nursing.

Supplemental Clinical Rotations

This supplemental medical/surgical nursing course is designed to give students, at the basic and intermediate level of nursing, an additional clinical experience. The course is mandatory for students who are enrolled in a mandatory remediation, either for a theory or clinical failure. In addition, students identified as in need of supplemental clinical experience are highly encouraged to enroll. Evaluation tool for the supplemental clinical is attached.

Physical Assessment

This skills course provides individualized and group instruction to nursing students seeking to improve their skills in history taking, physical examination and data collection. For students enrolled in remediation, attending the skills lab is integrated into their individualized remediation plan.

Open Skills Lab

This open skills lab is designed to assist students seeking self remediation for skills needed in the clinical setting. Many of the nursing skills required in the clinical setting are limited, due to time constraints, in the didactic setting and this forum provides a safe environment for students to practice psychomotor skills. Additionally, students in remediation are contracted to spend a prescribed amount of hours in the skills lab. Instruction is this setting is done individually and in groups.

Individualized Tutoring

Individualized tutoring is designed to assist students who have failed a test or have been identified as at risk for failing a nursing course. In this forum, the instructor provides one to one instruction of course content, test review, test taking strategies and devise an individualized remediation plan to improve student outcomes. Individualized reviews are course specific.

Group Tutoring

This group activity is designed to assist students who have failed a test or have been identified as at risk for failing a course. These activities are designed to be an interactive process whereby the students can seek clarification of course content or review testing content. These groups have been used when a large number of students have failed a specific course test. Each group review is course specific.



Attachment X



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

Nurse Recruiter List

OFFICE OF NURSING AFFAIRS

Vivian Branchick, RN – Chief Nursing Officer –
Director of Nursing Affairs/vbranchick@dhs.lacounty.gov

Grace Ibanez, RN - Nursing Director/ glbanez@dhs.lacounty.gov

Vacant- Assistant Nursing Director/

Debi Popkins Farris, RN - Assistant Nursing Director/ dpopkins@dhs.lacounty.gov

313 North Figueroa, Room 904

Los Angeles, CA 90012

(213) 240-7702 / Fax# (213) 482-9421

HARBOR-UCLA MEDICAL CENTER

Susan Coover, RN. - Nurse Recruiter 1000 West Carson Street, Main Unit-Room 1L2

Torrance, CA 90509

(310) 222-2512/ Fax: (310) 787-0065/ scoover@dhs.lacounty.gov

HIGH DESERT HEALTH SYSTEMS

Mary Lang, RN. – Nurse Recruiter 44900 N. 60th Street West, Nursing Administration

Lancaster, CA 93536

(661) 945-8585/ Fax: (661) 940-3550/ mlang@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Esperanza Perez, RN. - Nurse Recruiter

1200 N. State Street, Room 1822

Los Angeles, CA 90033

(323) 226-4664/ Fax: (323) 226-2781/esperez@dhs.lacounty.gov

MARTIN LUTHER KING, JR. / MULTI-SERVICE AMBULATORY CARE CENTER

Katherine Cho, RN. - Nurse Recruiter

12021 South Wilmington Avenue, Room, 5C21

Los Angeles, CA 90059

(310) 668-3626/ Fax# (310) 668-5232/ katcho@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Rindy Stewart, RN. - Nurse Recruiter

7601 E. Imperial Highway, Harriman Bldg., Rm. 156

Downey, CA 90242

(562) 401-7912/ Fax# (562) 803-6231/ rlstewart@dhs.lacounty.gov

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Linda Kim-Fung, RN. - Nurse Recruiter

14445 Olive View Drive, Nursing Education Center, Suite 212

Sylmar, CA 91342

(818) 364-3317/ Fax# (818) 364-3326/ <u>lkimfung@dhs.lacounty.gov</u>

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM EAST LOS ANGELES COLLEGE SCHOOL OF NURSING AGREEMENT

Amendment No. 5

	THIS	AMENDMENT	is	made	and	entered	into	this		_ day
of			******************		_, 20	009				
	by ar	nd between						40 40 40	600 0 10	ANGELES unty"),
	and						COLL			ES (hereafter

WHEREAS, reference is made to that certain document entitled "DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM EAST LOS ANGELES COLLEGE SCHOOL OF NURSING AGREEMENT", dated October 4, 1999, and further identified as County Agreement No. H-210896, between the County and EAST LOS ANGELES COLLEGE, INC., and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to amend

Agreement to extend the term and to make other hereinafter

designated changes; and

WHEREAS, said Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties hereto agree as follows:

- This Amendment shall become effective on August 1,
 2009.
- 2. Paragraph 1, <u>TERM AND TERMINATION</u>, subparagraph A shall be revised as follows:

"1. TERM AND TERMINATION:

- A. The term of this Agreement shall October 19, 1999 and shall continue in full force and effect, unless sooner canceled or terminated as provided herein, to and including July 31, 2011."
- 3. Paragraph 4, <u>DESCRIPTION OF SERVICES</u>, shall be revised as follows:
 - "4. <u>DESCRIPTION OF SERVICES</u>: Contractor shall provide County with tutoring/mentoring/recruitment services as described in Exhibits A, A-1, A-2, A-3, A-4, and A-5, attached hereto and incorporated herein by reference."
- 4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, shall be revised as follows:
 - "5. MAXIMUM OBLIGATION OF COUNTY: Effective October 19, 1999 through July 31, 2001, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty—Five Thousand Dollars (\$245,000) in accordance with Exhibits B—1 and B—2, attached hereto and incorporated herein by reference.

During the period August 1, 2001 through July 31, 2003, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (245,000) in accordance with Exhibits B-3 and B-4, attached hereto and incorporated herein by reference.

During the period August 1, 2003 through July 31, 2005, the maximum obligation of County for all services provided hereunder shall be Two Hundred Forty-Five Thousand Dollars (\$245,000), in accordance with Exhibits B-5 and B-6, attached hereto and incorporated herein by reference.

During the period August 1, 2005 through July 31, 2007, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-7 and B-8, attached hereto and incorporated herein by reference.

During the period August 1, 2007 through July 31, 2009, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Forty-Five Thousand Dollars (\$245,000) in accordance with Exhibits B-9 and B-10, attached hereto and incorporated herein by reference.

During the period August 1, 2009 through July 31, 2011, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Eighty Thousand

Dollars (\$180,000) in accordance with Exhibits B-11 and B-12, attached hereto and incorporated herein by reference.

Program expenditures shall be in accordance with the description of services described in Exhibits A, A-1, A-2, A-3, A-4, and A-5 for the program costs described in Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B11, and B-12, attached hereto and incorporated herein by reference.

County reserves the right to adjust the allocation of program funds described in Exhibits B-11 and B-12 only upon review and approval of Contractor's written request and justification. In such event, Contractor must submit their request to the Administrator according to the provision set forth in the Agreement under Paragraph 15, NOTICES."

- 5. Paragraph 6, COMPENSATION, shall be revised as follows:
- "6. COMPENSATION: County agrees to compensate
 Contractor for performing services described in this
 Amendment in two payments. The first payment of Ninety
 Thousand Dollars (\$90,000) will be made on or about
 September 1, 2009. The second payment of Ninety Thousand
 Dollars (\$90,000) will be made on or about September 1,
 2010."
- 6. Paragraph 10, <u>CONFLICT OF TERMS</u>, shall be revised to read as follows:

- "10. CONFLICT OF TERMS: To the extent there exists any conflict between the language of this Agreement and that of any of the exhibit(s) and attachment(s) attached hereto, the language in this Agreement shall govern and prevail, and the remaining exhibit(s) and attachment(s) shall govern and prevail in the following order:
 - A. Exhibits A, A-1, A-2, A-3, A-4, and A-5.
 - B. Exhibits B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8,
 B-9, B-10, B-11, B-12, C, D, E, and F.
 - C. Attachments I, II, III, IV, V, VI, VII, VIII, IX,
 X, and XI."
- 7. Exhibits A-5, B-11, and B-12, and Attachments X and XI shall be added to the Agreement, attached hereto and incorporated in the Agreement by reference.
- 8. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its

/ / / / / - 5 - Interim Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

John F. Schunhoff, Ph.D. Interim Director of Health Services EAST LOS ANGELES COLLEGE, INC. Contractor
EAST LOS ANGELES COLLEGE, INC.
Contractor
•
* *
By
Signature
Printed Name
Title
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL

APPROVED AS TO CONTRACT ADMINISTRATION

DEPARMENT OF HEALTH SERVICE CONTRACTS AND GRANTS DIVISION

AMEND.ev:3/11/09

EXHIBIT A-5

DEPARTMENT OF HEALTH SERVICES TUTORING/MENTORING PROGRAM

DESCRIPTION OF CONTRACTOR SERVICES

1. <u>DESCRIPTION OF SERVICES:</u> The purpose of the Department of Health Services Tutoring/Mentoring Program (hereafter "Program") is to provide East Los Angeles College's (hereafter "ELAC") Nursing Department financial assistance to offer personalized academic and clinical support for nursing students. The Program is designed to improve study skills and enhance the overall learning process. The Program's goal is to assist each student from the ELAC's Nursing Department to seek employment in County health facilities thereafter.

The Program shall provide the following services:

(1) identify and track students who fit within the criteria of the Program as described in Agreement, paragraph 3, Program eligibility Requirements; (2) provide additional lectures in medical/surgical nursing, mental health, and other courses as described in the ELAC's School of Nursing Course Modules as well as lectures preparing students to pass the National Council Licensing Exam for Registered Nurses (hereafter "NCLEX-RN"); (3) Provide additional supportive seminars and or workshops on topics such as written and oral communication skills, academic advisement, priority stress management, study skills, pharmacology reviews, clinical remediation, information competency, math computation, and other subjects; (4) participate with County in the active recruitment of nursing students for permanent employment with County upon students' graduation and licensure as registered nurses; (5) distribute and post the County of Los Angeles, Employment Information Flyer, Attachment VI and incorporated herein, to all DHS Tutoring/and Mentoring Program participants at the end of each quarter and summer sessions: (6) Provide the Office of Nursing Affairs thirty days (30) in advance (hereafter "ONA") in writing of recruitment event activities in collaboration with ONA, (such as graduation, pinning

ceremonies, semester "kick off" and nursing job fairs) and (7) the contractor will comply with the implementation, monitoring and evaluation instrument provided in Attachments III & IV.

2. PROGRAM STATUS AND EXPENDITURE REPORTS

Contractor agrees to provide quarterly program reports and quarterly expenditure reports to the Office of Nursing Affairs (ONA) according to the following schedule:

REPORTING PERIOD		DUE DATE
Summer 2009 Session Fall 2009, 1 st Qtr.	6/12/09 - 8/28/09 8/31/09 - 10/24/09	11/6/09
Fall 2009, 2 nd Qtr. 2010 Winter Session	10/26/09 - 12/19/09 1/5/10 - 2/5/10	2/19/10
Spring 2010, 1 st Qtr. 2010 Spring Break	2/8/10 - 4/10/10 3/29/10 - 4/05/10	4/23/10
Spring 2010, 2 nd Qtr. Summer 2010 Session	4/12/10 - 6/5/10 6/7/10 - 8/28/10 *	9/10/10
Fall 2010, 1 st Qtr.	8/30/10 - 10/23/10 *	11/05/10
Fall 2010, 2 nd Qtr. 2011 Winter Session	10/25/10 - 12/18/10 * 1/3/11 - 2/4/11 *	2/18/11
Spring 2011, 1 st Qtr. 2011 Spring Break	2/7/11 - 4/2/11 * 4/4/11 - 4/09/11 *	4/22/11
Spring 2011, 2 nd Qtr. 2011 Summer Session	4/11/11 - 6/4/11 * 6/6/11 - 8/26/11 *	9/9/11

^{*=} Still need to be confirmed with the LACCD Academic calendar.

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the ELAC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's name, the number of nursing graduates passing the NCLEX-RN exam the first time, number of nursing graduates employed by the Department of Health

Services and the status report of job placement of nursing graduates post oneyear graduation.

Quarterly expenditure reports shall be based upon monthly financial reports generated by the Contractor. The quarterly expenditure report shall include, but not limited to, the expenditure categories identified in Exhibits B-7 and B-8, and is to include the name and position title of personnel, including new staff hired within the quarter.

The ONA may request additional reporting information for inclusion in the above referenced quarterly reports, and will make an effort to notify Contractor in advance of each report deadline, if additional information is required.

3. PROGRAM ELIGIBILITY REQUIREMENT

Eligibility for Tutoring/Mentoring Program shall include, but is not limited to those students registered at ELAC who: 1) request academic assistance from the Contractor, 2) receive less than seventy-five (75%) percent on any nursing course examination at ELAC, 3) have an academic history of not completing or being out of compliance with the nursing curriculum standards at ELAC, or 4) are otherwise identified or referred by ELAC school staffing representatives as needing academic assistance.

4. PROGRAM EVALUATION

Contractor shall evaluate its program a minimum of once per quarter using written evaluations from students for each program activity. Students scoring below average will be referred to the Nurse Advisor for assessment and Program assistance. The goal is to have 90% of the total student evaluation indicate that the Program activity was of benefit to them. The Nurse Advisor will assess in writing all Program activities scoring below an average of 90% and prepare and implement a plan of corrective action. In addition, the passing rate of nursing students on NCLEX-RN shall be 75% on the first try. The Nurse Advisor shall prepare a written assessment if less than 75% of graduates are not passing NCLEX-RN, per BRN quarterly reports. The assessment shall include a plan of corrective action.

5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

- The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Α. Coordinator; (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5)identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment III-IV and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty;(9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.
- B. <u>Faculty Tutor(s)</u>: Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content.

 Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.
- C. <u>Teaching Assistant(s)/Student Tutor(s)</u>: Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning resources. (2) assist students on computer, (3) supervise students when

practicing clinical skills and (4) assist the Program staff.

- D. <u>Student Workers</u>: Under the supervision of the Nurse Advisor and Program staff, the student workers will:
- (1) assist Program staff as needed, (2) manage the distribution of learning resources materials, (3) provide typing/filing as needed, and (4) act as peer counselors.
- E. <u>Accounting:</u> The Accountant will be in charge of overseeing and managing the budget of the Tutoring and Mentoring program, in addition to distributing checks and ensuring the appropriate staff is being paid as described in the budget. The Accountant will provide monthly expenditure reports and other documentation as needed by the Office of Nursing Affairs.

These positions are on a volunteer basis and are non-budgeted items at this time.

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The Program shall provide the following services:

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Spring 2010, 2 nd Qtr. Summer 2010 Session	4/12/10 - 6/5/10 6/7/10 - 8/28/10 *	9/10/10
Fall 2010, 1 st Qtr.	8/30/10 - 10/23/10 *	11/05/10
Fall 2010, 2 nd Qtr. 2011 Winter Session	10/25/10 - 12/18/10 * 1/3/11 - 2/4/11 *	2/18/11
Spring 2011, 1 st Qtr. 2011 Spring Break	2/7/11 - 4/2/11 * 4/4/11 - 4/09/11 *	4/22/11
Spring 2011, 2 nd Qtr. 2011 Summer Session	4/11/11 - 6/4/11 * 6/6/11 - 8/26/11 *	9/9/11

^{*=} Still need to be confirmed with the LACCD Academic calendar.

Quarterly program reports shall include, but not be limited to, the number of nursing students by ethnicity enrolled in the Program, the attrition rate for the student population in the ELAC Nursing Department, number of tutoring sessions provided, date and names of the courses provided including the instructor's name, the number of nursing graduates passing the NCLEX-RN exam the first

time, number of nursing graduates employed by the Department of Health Services and the status report of job placement of nursing graduates post oneyear graduation.

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5. PERSONNEL

For purposes of this Agreement, Program staff will perform the following duties:

- The Nurse Advisor: The Nurse Advisor shall: (1) serve as the Program Α. Coordinator: (2) select and supervise Program faculty and student workers in concurrence with Nursing Department Chairperson; (3) develop, schedule, and implement mini-lectures/workshops/seminars during the school year, including the summer and winter sessions; (4) identify, refer and track students who fit within the criteria of the Program; (5)identify and provide learning activities for the ongoing retention of students; (6) document all Program activity including, but not limited to, the program evaluations referenced in Attachment III-IV and the quarterly program reports and expenditure reports referenced in Agreement Exhibit A-5 Paragraph 2; (7) identify pre-nursing students and recommend support courses to encourage success in the overall Associate Degree Nursing (ADN) Program; (8) function as liaison between the Program and ADN faculty;(9) identify and refer students in need of financial assistance; (10) recruit nursing students for employment upon students' graduation and licensure as registered nurses; and (11) document the number of nursing students accepting positions within DHS hospitals.
- B. Faculty Tutor(s): Faculty Tutor(s) shall meet with smaller subgroups of approximately three or more students per tutoring session. The Faculty Tutor shall participate in the mini-lectures/seminars/workshops/academic and or clinical tutoring /mentoring provided by this Program. In addition, sign-in sheets for each tutoring session shall be maintained and shall include: instructors name, participant names, date, length of session and brief description of content.

 Copies of the sign-in logs shall be retained by Contractor and made available to ONA upon request.
- C. <u>Teaching Assistant(s)/Student Tutor(s)</u>: Under the supervision of the Program Coordinator, and Program staff, the teaching assistant/student tutor(s) will: (1) assist students with the use of nursing learning laboratory/learning

resources. (2) assist students on computer, (3) supervise students when practicing clinical skills, and (4) assist the Program staff.

- D. <u>Student Workers</u>: Under the supervision of the Nurse Advisor and Program staff, the student workers will:
- (1) assist Program staff as needed, (2) manage the distribution of learning resources materials,(3) provide typing/filing as needed, and(4) act as peer counselors.
- E. <u>Accounting:</u> The Accountant will be in charge of overseeing and managing the budget of the Tutoring and Mentoring program, in addition to distributing checks and ensuring the appropriate staff is being paid as described in the budget. The Accountant will provide monthly expenditure reports and other documentation as needed by the Office of Nursing Affairs.

These positions are on a volunteer basis and are non-budgeted items at this time.

County of L.A.-Dept. of Health Services East Los Angeles College **Tutoring/Mentoring Grant Program** From August 1, 2009 to July 31, 2010 Summary of Project Costs (First Year)

Summer 2009 Period Begins Fall 2009 - Academic Period Begins August 1-23, 2009 August 31, 2009 to December 29, 2009

								Total Cost
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. &Ben.
Nursing Advisor (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.9
Faculty Tutors (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.4
Student Workers (130 hrs/mo.x 5mos.)	650	11.04	0.00%	0.00	11.04	7,176.00	0.00	7,176.0
Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280.3
Total - Summer 2009 & F	Fall 2009 Sessi	ons				55,909.30	4,727.13	60,916.7

Winter 2010 Period Begins Spring 2010 - Academic Period Begins January 4 to February 7, 2010 February 8 to June 4, 2010

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost (Sal. &Ben
Nursing Advisor (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.
Faculty Tutors (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.
Student Workers (130 hrs/mo.x 5mos.)	650	11.04	0.00%	0.00	11.04	7,176.00	0.00	7,176
Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280
Total - Spring 2008 Se	ssions					55,909.30	4,727.13	60,916

Summer 2010 Period Begins

June 14- July 31, 2010

Summer 2010 Period Begi	ns				Julie 14- July	, 01, 2010		Total Cos
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. &Bei
Nursing Advisor (48hrs/mo/1 3/4mos.)	84	63.29	5.45%	3.45	66.74	5,316.36	289.84	5,60€
Faculty Tutors 106hrs./mox1 3/4mos.)	185.5	63.29	5.45%	3.45	66.74	11,740.30	639.85	12,38(
Student Workers (130 hrs/mo.x 1 3/4mos.)	227.5	11.04	0:00%	0.00	11.04	2,511.60	0.00	2,51
Total - Summer 2010 Ses	sions					19,568.26	929.69	20,49
I Ofat - Amunici To to Acc	Company of the contract of the			Page 1				

County of L.A.-Dept. of Health Services East Los Angeles College Tutoring/Mentoring Grant Program From August 1, 2009 to July 31, 2010 Summary of Project Costs (First Year)

Summer 2009 Period Begins Fall 2009 - Academic Period Begins August 1-23, 2009 August 31, 2009 to December 29, 2009

								Total Cost
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. &Ben.
			CONTRACTOR OF THE PROPERTY OF					
COST OF CONTRACT	PERSONNEL &			\$142,331.50				
COST OF CONTRACT	SUPPLIES - FIR	ST YEAR 2009	9-2010				2,668.50	
TOTAL COST OF CON	TRACT - FIRST	YEAR 2009-2	2010				\$145,000.00	

County of L.A.-Dept. of Health Services East Los Angeles College Tutoring/Mentoring Grant Program From August 1, 2010 to July 31, 2011 Summary of Project Costs (Second Year)

Exhibit B-12

Total Cost

Summer 2010 Period Begins Fall 2010- Academic Period Begins

August 2-22, 2010 August 30, 2010 to December 29, 2010

								Total Cost
Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. &Ben.
Nursing Advisor (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.99
Faculty Tutors (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.44
Student Workers (130 hrs/mo.x 5 mos.)	650	11.04	0.00%	0.00	11.04	7,176.00	0.00	7,176.00
Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280.35
Total - Summer 2009 &	Fall 2009					55,909.30	4,727.13	60,916.78

Winter 2011 Period Begins Spring 2011 - Academic Period Begins January 3 to February 6, 2011 February 7 to June 3, 2011

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Total Cost (Sal. &Ben.)
Nursing Advisor (48hrs/mo. x 5 mos.)	240	63.29	9.70%	6.14	69.43	15,189.60	1,473.39	16,662.99
Faculty Tutors (106hrs/mo.x 5 mos.)	530	63.29	9.70%	6.14	69.43	33,543.70	3,253.74	36,797.44
Student Workers (130 hrs/mo.x 5mos.)	650	11.04	0.00%	0.00	11.04	7,176.00	0.00	7,176:00
Accounting	5	56.07	0.00%	0.00	56.07	280.35	0.00	280.35
Total - Spring 2011 S	essions					55,909.30	4,727.13	60,916.78

Summer 2011 Period Begins

June 13- July 31, 2011

Personnel	No.of Hrs.	Hrly Rates	EB Rates	Emp.Ben.	Rate+Ben.	Total Salaries	Total Ben.	Sal. &Ben.
Nursing Advisor (48hrs/mo/1 3/4mos.)	84	63.29	5.45%	3.45	66.74	5,316.36	289.84	5,606.20
Faculty Tutors 106hrs./mox1 3/4mos.)	185.5	63.29	5.45%	3.45	66.74	11,740.30	639,85	12,380.14
Student Workers (130 hrs/mo.x 1 3/4mos.)	227.5	11:04	0.00%	0.00	11.04	2,511.60	0.00	2,511.60
Total - Summer 2011 Sessions						19,568.26	929.69	20,497.94

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County of L.A.-Dept. of Health Services East Los Angeles College Tutoring/Mentoring Grant Program From August 1, 2010 to July 31, 2011 Summary of Project Costs (Second Year)

Exhibit B-12

Summer 2010 Period Begins Fall 2010- Academic Period Begins August 2-22, 2010 August 30, 2010 to December 29, 2010

COST OF CONTRACT PERSONNEL & Employee Benefits - 2010-2011

COST OF CONTRACT SUPPLIES - FIRST YEAR 2010-2011

TOTAL COST OF CONTRACT - FIRST YEAR 2010-2011

\$142,331.50

2,668.50

\$145,000.00

ATTACHMENT X

East Los Angeles College Department of Nursing

Los Angeles County, DHS Mentoring Program
List of Supplemental Curriculum Courses
August 1, 2009 Through June 30, 2011

- Dosage Calculation-Review of mathematical computations.
- LVN-RN Overview-Role transition from LVN to RN.
- Cardiac Assessment-Review assessment techniques, landmarks, physical examination, and subjective & objective data gathering.
- 4. Pharmacology Review- Medication administration, pharmokinetics, actions, adverse effects, and safe dosage calculation.
- 5. Electrolyte Review- Review Acid-Base Imbalance.
- 6. Nursing Assessment- Review of Head to toe assessment or focus assessment.
- 7. Medication Administration- Review of the five rights, proper medication preparation of medications, and assessment of student's manual dexterity.
- 8. Nursing Process Review- Review of all components of the nursing process: Assessment, Diagnosis, Planning, Intervention, and Evaluation.
- 9. Integumentary Review- Review on assessment of skin, and pathophysiology of skin conditions.
- 10. Anxiety Disorders Review- Review on anxiety disorders, assessment, pathophysiology, diagnostic tests, and treatments.

- 11. Neurology Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 12. Hematology Review- Review on bleeding disorders, assessment, pathophysiology, assessment, diagnostic tests, and treatment.
- 13. Renal Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 14. Respiratory Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 15. Mood Disorders- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 16. Communication/ Process Recording- Review on effective communication written or oral. Significance of documention.
- 17. Concept Mapping- Learning process by which a students learns to outline an illness by utilizing the systematic method of concept mapping.
- 18. Nursing Fundamentals Review- Overview of content covered in the nursing fundamentals, beginning with the history of nursing, it's evolution, and current standards of care.
- 19. Eyes & Ears Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 20. Endocrine Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 21. Diabetes Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 22. Nursing Process/Care Plan Review- Review on how to develop a nursing care plan.
- 23. Gastrointestinal Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 24. Dysrthythmias Review- Review on identifying dysrthythmias, etiology, and treatment(s).

- 25. Intravenous Dosage Calculations- Review Intravenous fluids, indications, calculations, and conditions.
- 26. Clinical Skills Review- Overview of clinical skills utilized in the clinical setting such as, IV management, medication administration, indwelling catheter placement, NG tube insertion, etc.
- 27. Pediatric Nursing Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 28. Women's Health Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 29. Mental Health Nursing Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 30.Test Taking/ Study Skills Review- Review on study skills, time management, lecture note taking, outlining a textbook, and test taking skills; dissecting questions, identifying the stem or root of the question(s).
- 31. Crisis & Substance Abuse- Review on assessment, pathophysiology, diagnostic tests, and treatments.
- 32.ABG Analysis- Review of arterial blood gases, indications, acid-base imbalances, and interpretations.
- 33. Defense Mechanisms- Review on assessment, pathophysiology, diagnostic tests, and treatments. Review of coping mechanisms.
- 34.OB/GYN Nursing Review- Review on assessment, pathophysiology, diagnostic tests, and treatments.



Attachment XI



LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES

Nurse Recruiter List

OFFICE OF NURSING AFFAIRS

Vivian Branchick, RN – Chief Nursing Officer –
Director of Nursing Affairs/vbranchick@dhs.lacounty.gov
Grace Ibanez, RN – Nursing Director/ glbanez@dhs.lacounty.gov

Vacant- Assistant Nursing Director/

Debi Popkins Farris, RN - Assistant Nursing Director/ dpopkins@dhs.lacounty.gov

313 North Figueroa, Room 904 Los Angeles, CA 90012

(213) 240-7702 / Fax# (213) 482-9421

HARBOR-UCLA MEDICAL CENTER

Susan Coover, RN. - Nurse Recruiter 1000 West Carson Street, Main Unit-Room 1L2 Torrance, CA 90509

(310) 222-2512/ Fax: (310) 787-0065/ scoover@dhs.lacounty.gov

HIGH DESERT HEALTH SYSTEMS

Mary Lang, RN. – Nurse Recruiter
44900 N. 60th Street West, Nursing Administration
Lancaster, CA 93536
(661) 945-8585/ Fax: (661) 940-3550/ mlang@dhs.lacounty.gov

LAC+USC HEALTHCARE NETWORK

Esperanza Perez, RN. – Nurse Recruiter 1200 N. State Street, Room 1822 Los Angeles, CA 90033

(323) 226-4664/ Fax: (323) 226-2781/esperez@dhs.lacounty.gov

MARTIN LUTHER KING, JR. / MULTI-SERVICE AMBULATORY CARE CENTER

Katherine Cho, RN. - Nurse Recruiter
12021 South Wilmington Avenue, Room, 5C21
Los Angeles, CA 90059

(310) 668-3626/ Fax# (310) 668-5232/ katcho@dhs.lacounty.gov

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Rindy Stewart, RN. - Nurse Recruiter 7601 E. Imperial Highway, Harriman Bldg., Rm. 156 Downey, CA 90242

(562) 401-7912/ Fax# (562) 803-6231/ <u>rlstewart@dhs.lacounty.gov</u>

VALLEYCARE OLIVE VIEW- UCLA MEDICAL CENTER AND HEALTH CENTER

Linda Kim-Fung, RN. – Nurse Recruiter 14445 Olive View Drive, Nursing Education Center, Suite 212 Sylmar, CA 91342

(818) 364-3317/ Fax# (818) 364-3326/ lkimfung@dhs.lacounty.gov